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|  | Carer Support Group Volunteer  Role Description |
| Responsible To | Volunteer & Training Coordinator |
| Purpose of Post | Carers of East Lothian offer a range of regular carer support groups, providing a non-judgemental and supportive environment for unpaid carers in the area and encouraging engagement in peer support. Some of these take place face-to-face and others online.  We’re seeking volunteers to help with the organisation and facilitation of these groups on a monthly basis, alongside a Carer Support Worker. |
| Responsibilities and Activities | * To help in the organisation of monthly carer support groups, including booking venues and inviting attendees, setting up and clearing down. In the case of an online group, this would involve providing administrative support via Zoom * Attending groups along with a Carer Support Worker to help to facilitate, including meeting and greeting, provision of refreshments and promoting discussion and peer support |
| Skills and Experience Required | * Good listening and communication skills * If opting to support an online group, a reasonable level of confidence with IT * No direct prior experience necessary, but a willingness to learn and develop skills is essential |
| Person Specification | * A genuine interest in improving the support offered to carers in the local area * A compassionate and non-judgemental attitude towards others * Absolute respect for carers’ confidentiality * Ability to maintain boundaries and seek help and support where needed * Volunteers must be over 18 |
| What We Can Offer | * The opportunity to become part of a friendly and dedicated team of staff and volunteers * The ability to make a real difference to unpaid carers across East Lothian * The chance to develop skills and experience in group facilitation, listening and support * Full induction and training, and ongoing support from a nominated supervisor * Travel and other relevant expenses * References for future employment or volunteering (if desired)   Carers of East Lothian is a disability confident organisation and carer positive employer. We welcome applications from volunteers with disabilities and will make reasonable adjustments to enable you to fulfil your volunteering role, and aim to be flexible and take into consideration other responsibilities and commitments. Please talk to us about how we can support you. |
| Contact | Hilary Smyth (Volunteer and Training Coordinator)  **hilarys@coel.org.uk** / [**centre@coel.org.uk**](mailto:centre@coel.org.uk) |